



Institutional Policy and Implementation Procedure Los Alamos National Laboratory

IPP 772.0

Issuing Authority
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Official Foreign Travel

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Summary

This IPP establishes requirements for all LANL workers who travel to a foreign country as a representative of DOE/NNSA on behalf of the United States Government and/or The University of California, Los Alamos National Laboratory. Anyone performing tasks related to work at LANL while on foreign travel may be considered a representative of DOE/NNSA for purposes of this procedure. Employees therefore are advised to seek guidance from the LANL Foreign Travel Policy Office about this procedure's applicability to individual circumstances prior to the commencement of a foreign trip.

INTRODUCTION

Authority and Applicability

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This Institutional Policy and Implementation Procedure (IPP) is issued under the authority of the Director to direct the management and operation of Los Alamos National Laboratory (LANL). This IPP derives from the [prime contract](#) sections on foreign travel, Section I.059, DEAR 952.247-70 Foreign Travel (Dec 2000), which require that all foreign travel by LANL employees and LANL subcontractors be conducted in accordance with the requirements contained in [DOE O 551.1B](#), or any subsequent version of the order in effect at the time of award.

In particular, it applies to:

- Workers planning to go on foreign travel in an official capacity for LANL.
- Managers who must approve foreign travel.
- The LANL Science and Technology Base (STB) Program Office and its Foreign Travel Program Office (STB-FTPO).

In emergency situations or for a federally mandated no-notice exercise, the Director may waive the requirements of this IPP.

The Program Director for Science and Technology Base Programs (PDSTB) is the Responsible Manager for this procedure and will maintain this document. STB is the Responsible Office.

This IPP goes into effect on the issue date.

Purpose

The purpose of this IPP is to ensure that all LANL official foreign travel meets the requirements contained in DOE O 551.1B and DOE/NNSA programmatic travel guidance documents, and is consistent with LANL mission, objectives and good business practices.

POLICY

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It is the policy of Los Alamos National Laboratory that all official foreign travel is to be used to advance Department of Energy / National Nuclear Security Administration (DOE/NNSA) program objectives, consistent with U.S. foreign and nonproliferation policy, international energy policy and agreements, and national security policy objectives. Counterintelligence, intelligence, and security interests and technologies must be protected consistent with program requirements and in compliance with export control laws and regulations, including sensitive subjects and sensitive countries (lists maintained by the DOE Office of Defense Nuclear Nonproliferation).

PROCEDURE

Overview

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LANL travelers may not begin official foreign travel until all approvals are in place. All official foreign travel may begin **only after** the worker has been notified by the STB-FTPO that the official foreign travel request has been completed and approved through the LANL and DOE/NNSA Foreign Travel Approval processes. Laboratory business may not be conducted in a foreign country without required prior approvals.

Worker Responsibilities

Workers requesting foreign travel must obtain management approval prior to the trip.

- Workers in a group-level organization must have their foreign travel approved in the [Foreign Travel System](#) by both their group-level manager and division leader.
- Workers or managers who report directly to a division- or higher-level manager must obtain approval for their travel from that manager. Managers may not approve their own travel.
- For the Director's foreign travel, approval must be obtained from either the Deputy Director (DD) or the Chief Financial Officer (CFO).
Note: Contact the LANL program manager for the funds to be used for the travel to determine whether any additional program approvals are required.

Workers must comply with the requirements of the following offices:

STB Foreign Travel Program Office (FTPO):

- Prepare and submit foreign travel requests using the LANL [Foreign Travel System \(Pre-Approval Request\)](#).
 - For attendance at a conference, the conference announcement including title and dates must be attached to the travel request.
 - If a paper will be presented, the title must be included with the travel request (see Classification Group S-7 below) for procedures on obtaining an LA-UR number.**Note:** Additional documentation may be required depending on the programmatic funding source (see Required Forms section below).
- Submit requests to STB-FTPO at least:
 - 45 calendar days prior to departure date to a sensitive country or to a non-sensitive country if it involves a sensitive subject.
 - 30 calendar days prior to departure date for any other foreign travel.**Note:** Managers and FTPO are under no obligation to approve/process travel requests if received late. This time is required for STB-FTPO to process travel requests with DOE/NNSA, and prepare, submit, and obtain approval for the Country Clearance as required by Presidential Letter of Instruction. The Country Clearance must be routed to DOE/NNSA, Department of State, and US Embassies in the destination countries.
Note: FTPO has the authority to reject and return foreign travel requests that are improperly submitted.
- Begin official foreign travel only after receiving notification from STB-FTPO that the travel has final approval from DOE/NNSA.
- Re-submit the travel request for pre-approval if any of the following changes are made:
 - Increase of 25 percent or more in travel costs;
 - Addition of **any** countries to the itinerary;
 - Addition of or change in a sensitive topic to be addressed during the trip
 - Substitution of another person for the original requestor; or
 - A change in Budget and Reporting (B&R) code.

Accounting Office (CFO-1):

- For general travel regulations overview, see the [Travel Office](#) home page at <http://cfo.lanl.gov/Accounting/travel/default.shtml>.
- Contact the [Travel Office](#), Accounting, CFO-1, for travel reservations or fare quotes.
Note: Travel reservations may be made with an external agency but expenses will not be reimbursed over the Travel Office fare quotes unless approved by a Division or higher level manager.
- Submit travel expenses to [Reimbursement, Travel Office](#), Accounting, CFO-1, within 15 calendar days after return from official foreign travel.
- If the foreign travel request is cancelled or postponed, notify CFO-1 (CFO-1foreigntravel@lanl.gov) and STB-FTPO (stbforeigntravel@lanl.gov).

Internal Security (ISEC):

- If traveling to a country on the [DOE Sensitive Countries List](#) complete pre-travel Internal Security (ISEC) briefing **before departure** and post-travel debriefing upon return from travel.

Customs Office (SUP-2):

- Obtain approval and paperwork from the [Customs Office](#), SUP-2, when taking LANL technology, material, equipment, or software out of the U.S.
- Complete all required [Export Control of Technology, Software and Commodities training courses](#) before travel begins.
Note: Technical discussions with foreign nationals may require an export license. Obtaining

Manager Responsibilities

- an export license may require substantial lead-time.
- Visits to certain foreign facilities or entities engaged in activities that are of national security concern may require an export license even though a trip to the foreign country would otherwise not present export licensing issues. Thus, any change in an approved itinerary that would result in a visit to such a facility or entity may give rise to special export-licensing problems. Contact the Customs Office for guidance about facilities of concern.
- Submit information requested from electronic post-briefings, if required, to the Customs Office within 30 days of returning from official foreign travel.

Occupational Medicine (HSR-2):

- Workers may contact the clinical staff at [Occupational Medicine](#), HSR-2, for immunization and health-related information specific to travel destination.

Classification Group (S-7):

- For any presentation to be given, the author must go through the LANL publication release process. Contact the Publications Office, [Classification Group](#), S-7.

Programmatic Funding Sponsor's Office:

- If required by the programmatic funding office, submit a trip report to the sponsor upon completion of travel.

Managers must:

- Review each official foreign travel request submitted to them.
- Approve foreign travel requests only if:
 - all health, safety and security conditions and counter-intelligence concerns are addressed;
 - travel will advance Department of Energy / National Nuclear Security Administration (DOE/NNSA) objectives and/or contribute to programmatic commitments;
 - worker is available for travel; and
 - funding is available.
- NOT delegate review to a non-manager.
- Forward approved request to a higher-level manager if required.
- Inform worker if travel request is denied, and why.
- Notify STB-FTPO of any known violations of the official foreign travel requirements.
- Notify Customs Office of non-compliance with export control requirements.
- Contact Staff Relations, HR-SR, if violation of official foreign travel policy requires disciplinary action.

INSTRUCTIONS

Definitions

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See [Definition of Terms](#), *Policy and Procedures Manual*. The following definitions apply to this IPP.

Official Foreign Travel

For the purposes of this IPP, the term "official foreign travel" includes:

- All foreign travel in which the traveler represents LANL or conducts business on behalf of LANL.
- Approved travel (whether wholly or partly on official business) from the U.S. (including Alaska, Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the U.S.) to a foreign country and return, or travel between foreign countries by persons including foreign nationals.

Country Clearance

Notification from the U.S. Embassy of the country to be visited that a request to travel to that country has been approved. Some U.S. Embassies from time to time will agree (with appropriate language in the cable) that clearance may be assumed.

Sensitive Country

A country to which particular consideration is given for policy reasons. Countries may appear on the sensitive country list for reasons of national security, nuclear nonproliferation, regional instability, threat to national economic security, or terrorism support.

Note: The DOE [Sensitive Countries List](#) does not necessarily reflect the policies or view of any other agency of the U.S. Government.

Exceptions or Variance

Sensitive Subjects

Unclassified subjects/topics identified in existing federal regulations governing export control as well as those identified by DOE as unique to its work, which involve information, activities, and/or technologies that are relevant to national security.

Note: A list of DOE sensitive subjects can be found at <http://int.lanl.gov/security/fva/guidelines/sensitivesubjects-list.shtml>.

Exceptions to this IPP may be granted only by the Director.

Variances may be granted by the PDSTB. Managers must request exceptions or variance in writing to the PDSTB, and include their rationale as to why granting the request would be in the best interest of the institution. The PDSTB will coordinate the response to any such requests with the Director.

History

This document rescinds and replaces LIR 406-03-01.2, *Official Foreign Travel*, 05/07/04, and DI 04-017, *Approval Process, Official Foreign Travel*, 08/31/04.

References

Prime contract:

- Section I.059, DEAR 952.247-70 Foreign Travel (Dec 2000)
- DOE O 551.1B, *Official Foreign Travel*
- DOE O 110.3, *Conference Management*
- DOE M 471.2-1C, *Classified Matter Protection and Control Manual* (June 11, 2002)
- DOE O 475.1, *Counterintelligence Program* (May 25, 2005)
- Presidential Instruction for Country Cable

See also:

- [Science and Technology Base Foreign Travel Home Page](#)
- [Foreign Travel Component Pre-Approval Request](#)
- [Travel Home Page](#)
- [Passports and Visas, U.S. Department of State, Bureau of Consular Affairs](#)
- [DOE Sensitive Countries List](#)
- [DOE Sensitive Subjects List](#)
- [Export Home Page](#)
- [LDRD Foreign Travel Guidance Page](#)

Forms

Required Forms

- 1827 Fossil Energy: [DOE/FE Foreign Travel Justification](#)
1828 Nuclear Energy: [DOE/NE Foreign Travel Justification](#)
1839 Radioactive Waste: [9-Point Criteria for RW Foreign Travel](#)
1840 Environmental Management: [10-Point Criteria for EM Travel](#)
1881 [Request for State Department Clearance: Travel to Taiwan](#)

Travel Worksheets

- 1127-F [Foreign Travel Expense Worksheet](#)
1512 [Foreign Travel Request](#)
1512 con Foreign Travel Request - [Itinerary Continuation Page](#)
1512 lod Foreign Travel Request - [Lodging Continuation Page](#)
1665 [Foreign Travel Cost Estimate](#)